



**Court Services and Offender Supervision Agency  
for the District of Columbia**

*Community Supervision Services  
Associate Director*

**MEMORANDUM**

**DATE:** September 26, 2003

**TO:** Addressees

**FROM:** Thomas H. Williams, Associate Director (*signed*)  
Community Supervision Services

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**RE:** Fines, Costs, Restitutions, et al.  
**Subject:** Guidance

This correspondence is being forwarded as a reminder to staff with regards to their responsibility to ensure that, prior to the expiration of the offender's probation case, the CSO verifies that all debts imposed by the sentencing judge are satisfied by the offender prior to the closure of the case. If the offender has not satisfied his or her court imposed payment obligations 30 days prior to the expiration of the supervision case, the CSO is to request a show cause hearing.

By statute, this Agency has an obligation to provide a status report to the sentencing judge 30 days prior to the expiration of a probation case. At the initial meeting with the offender, the CSO is to remind the offender of his or her payment obligation. It is the preferred practice for the CSO to establish a payment plan that will permit the offender to satisfy this or her court debt in advance of the offender's expiration date.

Agency staff are prohibited from taking or collecting cash, money orders, or checks from an offender as payment towards the offender's court debt. Offenders are to be instructed to send all payments for court debts to the following mailing address:

DC Superior Court  
Attention: Criminal Finance  
500 Indiana Avenue, NW  
Fourth Floor, Room 4203  
Washington, DC 20001

Although staff are not permitted to collect payments toward the offender's court debt, staff have ministerial responsibility to ensure that the offender has complied with all conditions of release prior to the offender's case expiration date. Furthermore, staff are required to monitor the offender's progress toward compliance with the Court's directive for full payment of all fines, restitution, etc.

It is imperative that non-payment of the court-imposed debt be brought to the attention of the judiciary in sufficient time, prior to the expiration of the case, so that the sentencing judge can render a decision with regards to the offender's non-compliance. In an effort to provide sufficient services to the court, staff should continue to provide periodic updates on the offender's continued non-compliance with respect to the court-imposed debt. Periodic updates should be at 25%, 50%, and 75% of the elapsed supervision period, prior to the case expiration date. For example, if the offender has one year of supervised release, and is non-compliant with respect to the court-imposed debt, the CSO should update the judge regarding the offender's non-compliance at months three, six, and nine of the offender's supervision start date.

In summary, no case under active supervision is to be closed with an outstanding balance due on the court-imposed debt. If the offender has failed to abide by the Court's directive to pay the court debt imposed, staff are to advise the sentencing judge of the offender's non-compliance no later than 30 days prior to the case expiration date. Staff also are to update the court at periodic intervals to advise the judge of the offender's non-compliance with regards to payment of the court imposed debt.

Addressees:

Branch Chiefs  
CSS SCSOs

Information Copy:

McKinley Rush, Deputy Director  
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